

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF NEW YORK**

POSITION VACANCY 11-05

POSITION: Full-Time Term Law Clerk to U.S. District Judge Richard J. Arcara
(The lifetime limitation for term appointments allows a law clerk to serve in the
Judiciary for no more than four cumulative years.)

LOCATION: Buffalo, New York

OPENING DATE: December 22, 2011

CLOSING DATE: January 22, 2012, or until filled

SALARY: Salary commensurate with experience and education.

Position Overview

The law clerk reports directly to the judge and is primarily responsible for conducting legal research, advising the judge on legal matters, preparing bench memos, drafting orders and opinions, editing and proofreading the judge's orders and opinions, and verifying citations. Additionally, the law clerk may be responsible for case management and other duties connected with administration of cases.

Qualifications

To qualify, eligible candidates must have graduated from law school and be admitted to the bar. A minimum of two years of practice experience with some federal litigation exposure desired.

Outstanding legal research, writing and analytical skills are also required. Prior clerkship experience a plus.

Benefits

The United States District Court offers a benefits package to eligible full-time employees.

Information for applicants

Resumes will not be accepted by fax or email. Applicants must submit a detailed résumé, cover letter, and Form AO78 Application for Judicial Branch Federal Employment (available at www.uscourts.gov), to the Chambers of Hon. Richard J. Arcara, U.S. District Court, 974 U.S. Courthouse, 2 Niagara Square, Buffalo, NY 14202-3350.

The United States District Court requires employees to adhere to a Code of Conduct which is available on the court's web site at www.nywd.uscourts.gov. Only qualified applicants will be considered for this position. Applicants selected for interviews may be required to provide copies of educational degrees, certifications, references and salary history. Applicants must be U.S. citizens or eligible to work in the United States.

As a condition of employment, the candidate selected for this position will be subject to a background investigation. Additionally, this position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees. All employees of the U.S. District Court are EXCEPTED SERVICE appointments. Excepted service appointments are "at will," and as such, can be terminated with or without cause by the court. The selected applicant must satisfactorily complete a probationary period. The employing agency reserves the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice.

The U.S. District Court for the Western District of New York is an Equal Opportunity Employer.